



# Prime For Life® Training

How to Host with Prevention Research Institute

## Overview

**Timeline:** PRI requests a 3-6-month notice for scheduling an in-person training.

**Training Fee:** The standard training fee for participants is \$895. Contracted rates for organizations might apply.

### Training Fee

**Includes:** 2-day training, with additional hours to be completed independently  
Access to Instructor e-Manual  
Access to Instructor Workbook & Activity Guide  
Access to the Prime For Life App and Instructor Dashboard  
One Participant Workbook  
NAADAC-approved continuing education hours awarded for completed training

### Training

**Schedule:** Training days generally run from 9:00am to 5:00pm and include homework. We suggest participants plan for some protected time in the evening to prepare for the next day. Because the training is a building process, participants are required to attend the entire training.

### Workbook

**Requirement:** All Prime For Life participants are required to have a new Participant Workbook. Instructors are responsible for ensuring this requirement is met after they complete training and begin hosting Prime For Life sessions.

### Cancellation

**Policy:** PRI reserves the right to cancel the scheduled training 30 days in advance if the minimum number of participants is not met.

## Getting Ready for Training

**Budgeting:** The training fee does *not* include training participant travel, lodging, or meal expenses. With fewer than 15 training participants, the hosting organization should budget \$3,000 for the travel expenses of the PRI staff (round trip air fare/mileage, hotel, meals, and rental car). With 15 or more Prime For Life participants, PRI will pay PRI staff travel expenses.

Prevention Research Institute

841 Corporate Dr., Suite 300, Lexington, KY 40503 | 800.922.9489 | [www.primeforlife.org](http://www.primeforlife.org) |    

**Promoting:** PRI staff is available to assist the training host in designing promotional materials and coordinating registration for the training.

**Registration & Payment:** The registration deadline is typically two weeks prior to training. PRI requests a complete list of training participants at least two weeks in advance, including names, mailing addresses, email addresses, and telephone numbers.

Payment can be made at the time of registration via check, purchase order, or credit card. PRI accepts American Express, Discover, MasterCard, and Visa. If full payment is not included with registration, payment arrangements must be made prior to the first day of the training.

**Shipping:** PRI will ship all training materials to the training site one week prior to the event. A shipping address is needed at least two weeks in advance. These materials need to be made available for setup the evening prior to the training.

## Training Logistics

Following are the logistical requests for Prime For Life Training (*with more than 15 registrations, PRI can secure local meeting space in coordination with the host*):

- Room specifications:
  - Available day before training, and reserved for the duration (no other uses)
  - Carpeted and quiet
  - Outside windows
  - Individual heating/lighting controls preferred
  - Large round tables to comfortably accommodate five people; all five chairs should face the front of the room
  - Two rectangular tables to the side for trainer materials
  - Two high stools for the trainers
- Projection screen or large monitor compatible for computer connection
- Small table or AV cart on wheels for computer and projector
- Extension cords with power strips
- Flipchart with assorted colored markers
- Suggested morning snacks available at 8:45am: Coffee and tea (available all day), juices, muffins, bagels, fruit, or yogurt
- Suggested afternoon snacks available at 2:15pm: Soft drinks, fruit tray, veggie platter, popcorn, pretzels, or crackers and cheese.
- All host sites for PRI trainings must be in full compliance with the Americans with Disabilities Act. See for details: <http://www.usdoj.gov/crt/ada/adahom1.htm>

We are grateful for your interest in PRI trainings and welcome your questions any time.  
Please call 800-922-9489 or email [support@primeforlife.org](mailto:support@primeforlife.org)!